

YOUTH SERVICES POLICY

Title: Selective Service Registration Next Annual Review Date: 08/14/2009	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.27
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References: La. R.S 42:33; Military Selective Service Act (50 U.S.C. App. 453); and Civil Service General Circular 1369	
STATUS: Approved	
Approved By: Mary Livers, Interim Deputy Secretary	Date of Approval: 08/14/2008

1. AUTHORITY:

Deputy Secretary of Youth Services (YS) as delegated contained in La. R.S. 36:405.

2. PURPOSE:

To establish the Deputy Secretary's policy regarding Selective Service Registration for employment in or appointment to a classified or unclassified state civil service position.

3. APPLICABILITY:

Male job applicants, ages 18 to 25, who are required to register for Selective Service and the Unit Heads who issue an offer of employment.

4. POLICY:

It is the Deputy Secretary's policy that any person who is required to register for the federal draft under Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) shall register for such draft prior to employment or appointment to a classified or unclassified position with Youth Services (YS).

5. DEFINITIONS:

Unit Head - Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Assistant Secretaries, Deputy Undersecretary, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary of the Office of Management and Finance, Assistant Secretaries of the Office of Youth Development and their support staff.

6. DUTIES AND RESPONSIBILITIES:

The YS Human Resources staff, as authorized by the Unit Head with a vacant position, is responsible for verifying that all male applicants, age 18 through 25, who are required to register with Selective Service provide proof of such registration.

7. PROCEDURES:

- A. Human Resources staff, as authorized by Unit Heads with a vacancy, is responsible for verifying that all male applicants, age 18 through 25, who are required to register with Selective Service provide proof of such registration in order to be eligible for classified or unclassified state civil service employment.
- B. The applicant's selective service card shall be copied and the copy attached to the applicant's application.
- C. If the applicant does not have his selective service card available, he shall complete the Selective Service Verification form attached to this policy. Once completed, the form is attached to his application.
- D. A veteran of the armed forces of the United States may submit a copy of his discharge papers or his discharge certificate as verification of service.

Previous Regulation/Policy Number: A.2.27

Previous Effective Date: 10/29/2004



Attachments/References: A.2.27(a) Verification of Selective Service Registration form 8-14-08.pdf